Department of Defense

National Security Personnel System

NSPS PAA Enhancements

March 2009

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PAA Enhancements

- **Performance Appraisal Application (PAA) Enhancements – Delivered March 29, 2009**

  - Sunset of PAA Version 2.0

  - Expanded PAA Functionality
    - ✓ Transferring PAA Records Between Regions
    - ✓ Special Purpose Ratings
    - ✓ Mock Pay Pool Tab
    - ✓ My Journal
    - ✓ Guest Rater and Reviewer
    - ✓ Trusted Agent (To be Delivered April 26, 2009)

Sunset of PAA Version 2.0

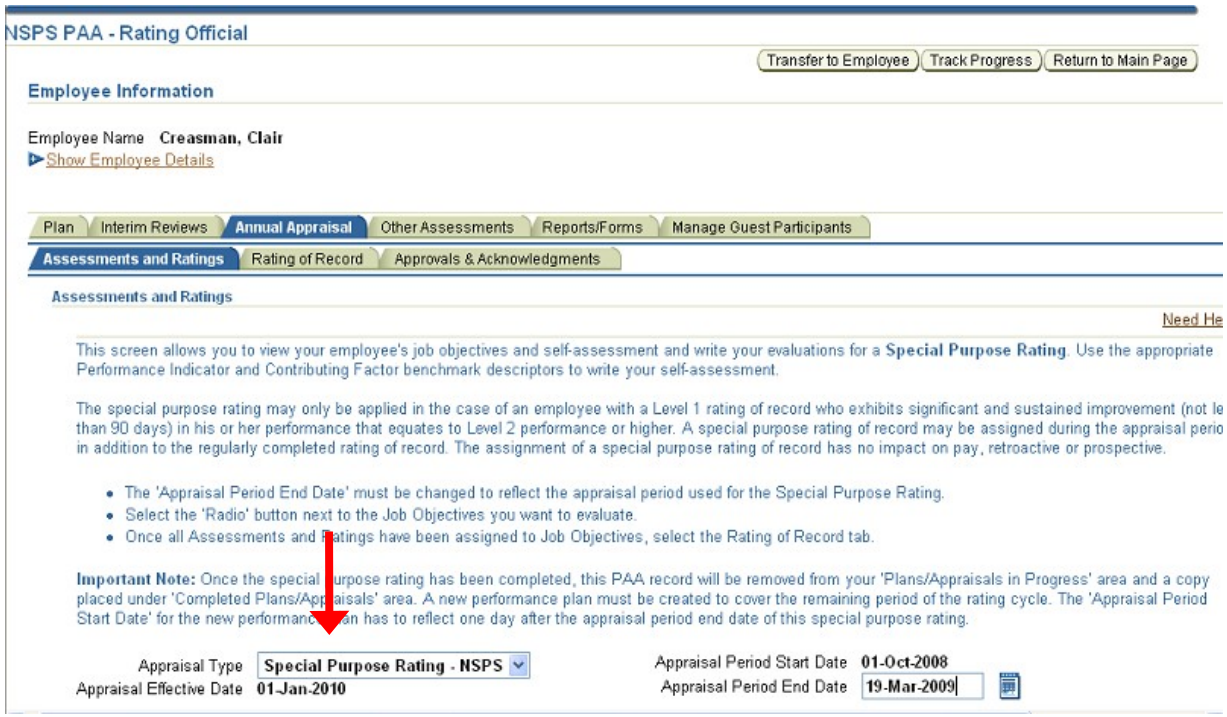
- On March 29, 2009, PAA Version 2.0 will disappear
  - Existing appraisals created in v2.0 that are in a **completed** status will be automatically transferred to v3.0
  - These completed appraisals from v2.0 are available in the completed plans and appraisals section of the PAA
  - Users will not longer have to select the appropriate version when accessing the PAA

Transferring PAA Records

- PAA records will transfer across DCPDS regions
  - When transfer occurs, a copy of completed appraisal form is sent to gaining organization
  - Losing rating official retains ability to update, close or complete in-progress PAA records
  - If transfer action is cancelled, PAA data on the gaining region will be purged
  - Both the gaining and the losing regions can monitor the status of the request

Special Purpose Ratings

- PAA will capture special purpose rating
  - Applicable only when employee with current NSPS Level 1 rating of record exhibits significant and sustained improvement for at least 90 days
  - New performance plan must be created to cover the remaining rating cycle


NSPS PAA - Rating Official
Transfer to Employee
Track Progress
Return to Main Page
Employee Information
Employee Name Creasman, Clair
Show Employee Details
Plan
Interim Reviews
Annual Appraisal
Other Assessments
Reports/Forms
Manage Guest Participants
Assessments and Ratings
Rating of Record
Approvals & Acknowledgments
Assessments and Ratings
Need He
This screen allows you to view your employee's job objectives and self-assessment and write your evaluations for a Special Purpose Rating. Use the appropriate Performance Indicator and Contributing Factor benchmark descriptors to write your self-assessment.
The special purpose rating may only be applied in the case of an employee with a Level 1 rating of record who exhibits significant and sustained improvement (not le than 90 days) in his or her performance that equates to Level 2 performance or higher. A special purpose rating of record may be assigned during the appraisal perio in addition to the regularly completed rating of record. The assignment of a special purpose rating of record has no impact on pay, retroactive or prospective.
The 'Appraisal Period End Date' must be changed to reflect the appraisal period used for the Special Purpose Rating.
Select the 'Radio' button next to the Job Objectives you want to evaluate.
Once all Assessments and Ratings have been assigned to Job Objectives, select the Rating of Record tab.
Important Note: Once the special purpose rating has been completed, this PAA record will be removed from your 'Plans/Appraisals in Progress' area and a copy placed under 'Completed Plans/Appraisals' area. A new performance plan must be created to cover the remaining period of the rating cycle. The 'Appraisal Period Start Date' for the new performance plan has to reflect one day after the appraisal period end date of this special purpose rating.
Appraisal Type
Special Purpose Rating - NSPS
Appraisal Effective Date
01-Jan-2010
Appraisal Period Start Date
01-Oct-2008
Appraisal Period End Date
19-Mar-2009

Mock Pay Pool Tab

- New mock pay pool tab will be added to the PAA
  - Available from February 1st – August 31st and only for approved performance plans
  - Most recently completely interim review can automatically be imported for the mock assessment
  - Mimics Annual Appraisal tab except as follows:
    - ✓ Update of mock assessment not dependant on appraisal ownership
    - ✓ Approvals and acknowledgements are optional
    - ✓ RO and HLR are allowed to view all data at any given time in order to facilitate pay pool discussions
  - Mock data automatically purged on September 1st

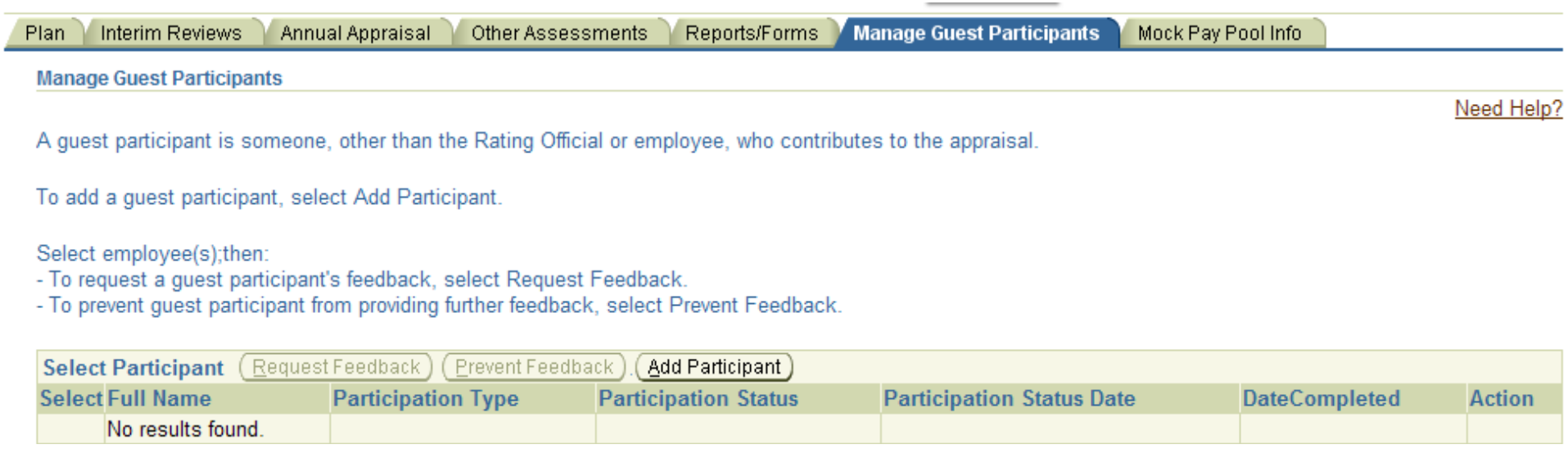
My Journal Tab

- Available to the employees only
- Tab is located on the upper right hand corner of the PAA Main Page
- Single 8,000 character text box allows the employee to track their job accomplishments
- Not tied to a PAA record; therefore, updateable at all times
- A ‘Printable Page’ button generates a report for printing purposes
- A ‘Purge All’ button allows the employee to determine when their information is no longer needed and clears the text box
- A My Journal link is provided in the employee’s Interim Reviews, Annual Appraisal and Other Assessments tabs

Guest Rater and Reviewer

- ROs can select one or more individuals to provide guest feedback about one of their employees

- Two types of guest participants
  - Guest Rater – Provides narrative assessment and recommended ratings on individual job objectives
  - Guest Reviewer – Provides overall narrative assessment only (not specific to any job objective)



Guest Rater and Reviewer

- Rating official controls access by ‘Request Feedback’ and ‘Prevent Feedback’ buttons
- System generated emails notify participants as permissions are granted/removed
- Rating official can print guest participants’ input via the Reports/Forms tab
- Rating officials can cut/paste guest participants’ input, if desired

Guest Rater and Reviewer

- Anyone who has access to My Workplace, My Biz, or Rating Official responsibilities can be invited by a rating official to “Provide Guest Feedback”
  - Guest raters must be approved rating officials

- Tab located on the upper right hand corner of the PAA Main Page

Trusted Agent

- ROs and HLRs can assign an individual to act on their behalf to perform performance management documentation in the PAA
  - Along with the RO and HLR, a pay pool administrator (or alternate) or performance management administrator can assign a PAA Trusted Agent authorized by RO or HLR
  - Assigned/terminated trusted agents notified via e-mail
  - Individuals may be assigned as a Trusted Agent for multiple ROs and HLRs
  - Name of RO or HLR, not the Trusted Agent, will appear on the completed DD Form 2906
  - RO or HLR do not lose access or view of the PAA record

Trusted Agent (cont'd)

- All steps completed by a trusted agent require
  - Confirmation in the PAA that the plan and appraisal accurately documents the decisions of the RO or HLR
  - Certification in the PAA that the required signatures have been captured on a printed copy of the DD Form 2906

QUESTIONS?